

## News & Notes

### WHEN DOESN'T EYE PROTECTION PROTECT YOUR EYES?

Eye protection doesn't protect your eyes when it's dirty, damaged, or worn out. Replace protective eyewear and face protection if:

- Lenses and face shields are pitted, scratched, or dirty (and can't be cleaned).
- It's uncomfortable and fails to keep out dust and splashes.
- Elastic headbands are stretched, twisted, knotted, or worn out.
- Side pieces don't touch the side of the head and curl behind the ears.

### GET IN THE HOUSEKEEPING HABIT

Good housekeeping prevents accidents and injuries. So put safe housekeeping into your daily routine:

#### On the way to your workstation:

- Look for burned-out lights, broken glass, or debris lying around. Report problems right away.

#### All day long:

- Keep your own work area clean of clutter, dust, and surface spills, and report broken equipment promptly.
- Put tools, equipment, and materials in their proper place when you've finished with them.
- Keep aisles and doorways clear at all times.
- Dispose of waste promptly in the proper containers. (When in doubt about proper disposal, ask!)
- Keep food, beverages, and tobacco out of the work area.

#### At the end of the day:

- Leave your workstation clean and tidy.



"And you get a free dinner for two for just taking a test drive!"

### RIDDLES OF THE MONTH

- 1) Imagine you are in a dark room. How do you get out?
- 2) You answer me, but I never ask you a question. What am I?
- 3) If you have me, you want to share me. But if you share me, you no longer have me. What am I?
- 4) You throw away the outside and cook the inside. Then you eat the outside and throw away the inside. What did you eat?

Answers on page 2 Safety Bits & Pieces

# Safety Matters

## September

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## Safety Awareness Quiz

**Safety is an important part of everyone's job**

Being alert to hazards and realizing the importance of taking the right precautions helps keep you safe on the job. To check the level of your safety awareness, read the statements below and circle **T** for true and **F** for false.

- T F** 1. Being aware of safety means having the right information to do the job safely.  
**T F** 2. It's your supervisor's job to point out the hazards involved in your job.  
**T F** 3. You can work safely yourself and even encourage your co-workers to do the same, but there is nothing you can do about unsafe conditions.  
**T F** 4. Before you begin any job, you should think about what could go wrong and identify potential hazards.  
**T F** 5. Most accidents are the result of unsafe conditions.  
**T F** 6. While you work, you should be alert to anything that doesn't look, smell, or feel right.  
**T F** 7. It's okay to take shortcuts if you're careful.

#### Answers:

- (1) True.  
(2) False. Your supervisor will certainly point out job hazards, but it's also your job to keep alert and look for hazards before you begin a job and while you're working.  
(3) False. You can and should remove, repair, or report unsafe conditions whenever or wherever you see them.  
(4) True.  
(5) False. Most accidents are caused by unsafe acts—because people aren't aware of hazards, because they aren't paying attention, or because they don't think safety is important in their job.  
(6) True.  
(7) False. Never take shortcuts or bypass safety procedures.

## Golden Rule for Safety:

*Work as safely with others as you would have them work with you. Practice it at work, at home, on the roads in between, and in all the other activities of your busy life.*

### SAFETY TIP OF THE MONTH

September is National Preparedness Month. National Preparedness Month encourages Americans to take steps to prepare for emergencies in their homes, businesses, schools, and communities. Every home should have a Basic Disaster Supplies Kit stocked with the following items:

Water, one gallon of water per person per day for at least three days, for drinking and sanitation; Food, at least a three-day supply of non-perishable food; Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both; Flashlight and extra batteries; First aid kit; Whistle to signal for help; Dust mask to help filter contaminated air; Plastic sheeting and duct tape to shelter-in-place; Moist towelettes, garbage bags and plastic ties for personal sanitation; Wrench or pliers to turn off utilities; Manual can opener for food; Local maps; Cell phone with chargers, inverter or solar charger. Is your disaster kit ready?

## Safety Bits & Pieces

### ACCIDENT INVESTIGATIONS: HOW YOU CAN HELP

The goal of any accident investigation is to answer six basic questions:

- **What** happened?
- **When** did it happen?
- **Where** did it happen?
- **Who** was involved?
- **Why** did it happen?
- **How** can we prevent it from happening again?

You can help in the investigation by:

- Making mental notes (or better yet, written notes) whenever you witness an accident or near miss so that you can help determine what actually happened.
- Answering any and all questions about the incident as accurately and completely as possible.
- Taking every accident investigation seriously and realizing that the outcome affects you, whether or not you were involved in the incident.

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Always Remember: A near miss is an accident that didn't happen—this time. Next time, it might.

### HAND-Y TIPS

To protect your priceless hands on the job:

- Wear gloves to protect against chemicals, dirt, sharp objects, rough or hot surfaces, etc.
- Keep your hands away from moving machine parts (and *don't* wear gloves when you work with machinery—they could get caught in the machine and pull your hand in, too).
- Use a brush, not your hands, to sweep up metal and wood chips, broken glass, and so on.
- Use a push stick to feed materials into saws and other machinery, not your hands.
- Always be conscious of where *both* your hands are while working.

### RIDDLES OF THE MONTH ANSWERS:

- 1) Stop imagining!!
- 2) Telephone
- 3) A secret
- 4) An ear of corn



# The Shocking Truth

## Stay current on electrical hazards

What would we do without electricity? It has become such a central feature in every American home and workplace that we've come to take it for granted. But it can be dangerous to forget that electricity packs a potentially lethal punch.

Uninsulated or ungrounded electrical equipment can cause serious shocks. You get a shock when you touch the ground and a live wire or poorly insulated tool or machine at the same time. When electric current courses through your body, it can result in pain; burns; loss of muscle control that can lead to falls or contact with powered equipment; nerve, muscle, or other tissue damage; internal bleeding; cardiac arrest; or even death.

The longer you're in contact with live power, the greater the shock—especially if the current enters your body near your heart. Water, even moisture in the air or sweat on your hands, can turn you, your equipment, or even wooden items into conductors. That's why you should be careful never to touch anything electrical with wet hands or while standing in a wet area. Metal is also a conductor, which is why you should remove metal jewelry while working around electricity or with electrical equipment.

To prevent shocks, check electrical equipment before you use it. Make sure it is properly grounded and the cord is in good condition. If it shocks, smokes, smells, or sparks, don't use it. Turn it off right away and either have it repaired or replace it.

### QUOTATION OF THE MONTH



### ON THE LIGHTER SIDE...



"I think, 'Sometimes misses the litter box' is too much information."



## From the State of Delaware's Office of Highway Safety... What is the right seat for my child?

As technology in child passenger safety evolves...that answer is ever changing. In short, the 'best' car seat is the one that fits your child, fits your vehicle and one you will use every time your child is in the car. The National Highway Traffic Safety Administration has guidelines to make that answer easier for parents.

- **Under the age of 1** – Children must always ride rear facing.
- **Ages 1 through 3** – Keep your children rear facing for as long as possible in either an infant or rear facing convertible seat. They should remain rear facing until the height and weight limit for rear facing use on that seat has been reached. This may result in many children riding rear-facing to age 2 or older.
- **Ages 4 through 7** – Keep children in a forward facing seat with a harness to the maximum height and weight limit allowed by the seat. Then transition them to a booster seat.
- **Ages 8 through 12** – Keep children in a booster seat until they either exceed the height/weight requirement for remaining in a booster seat or until they are big enough to fit the criteria for fitting appropriately in a seat belt. The shoulder belt should lie across the shoulder and chest, not cross the neck or face, and the lap belt must lie across the upper thighs not the stomach.

It is worth it to take a few minutes to make sure that your child is in the appropriate seat for their size. OHS offers free fitting, installation, and inspections statewide. Schedule an appointment with a certified technician at a car seat fitting station near you. Go to [www.OHS.delaware.gov/carseats](http://www.OHS.delaware.gov/carseats) or call OHS at 302.744.2740 for a location near you. **Buckle Up. Arrive Alive DE.**